

Accident Action Plan

The **Incident Commander** is responsible for overall action in case of a serious accident.

Upon occurrence of an accident requiring evacuation or a fatality, the **on-duty Operations Chief** should respond directly to the scene, if possible, to take control of situation and direct necessary actions. If the **Operations Chief** is going to be delayed for any appreciable time in arriving at the accident scene, the **nearest Division/Group Supervisor** to the scene shall go immediately to the scene and take charge until the arrival of the Operations Chief. Immediate and clear communication must be established between Operations and Division/Group Supervisors to determine who can arrive at the scene quickest and gain control of the situation.

The **off-duty Operations Chief** should be notified of the situation and respond to the line to manage the operational activities of the incident.

The **Communications Unit** will take immediate action to clear all radio traffic on the incident by broadcasting "**Emergency Traffic**", so that the only radio traffic is that regarding the accident.

Upon arrival at the accident scene, whoever has been designated to manage the situation (Operations or Division/Group) should take immediate actions to move all unnecessary personnel from the accident scene. In addition, (Operations or Division/Group) should assure that the EMT's involved know that they are working for him/her.

The **Safety Officer** will respond immediately to the scene of the accident to assist the Operations Chief or Division/Group Supervisor.

Immediately upon notification of an accident requiring emergency action, the **Incident Commander**, the **Plans Chief**, the **Logistics Chief**, the **Finance Chief** and the **Medical Unit Leader** shall all respond to incident communications. As a group they shall assist the Operations Chief or Division/Group Supervisor as necessary, paying particular attention to the needs of the personnel on the incident for a Critical Incident Stress Debriefing.

The **Logistics Chief** shall ensure that all external communications are shut down, phones and radio. All information release from the incident shall be through the incident Information Officer with the approval of the Incident Commander.

The **Plans Chief** will make contact with the Agency Administrator who will in turn contact appropriate officials of the agency. If the accident involves a fatality, the Agency Administrator will contact the Sheriff's Office, the Coroner's Office, and the employing agency of the victim. The Plans Chief will assure that an individual is assigned to document all communications regarding the accident.

At no time during the accident/fatality evacuation process will the name of the victim be used.

Approved by: _____
Incident Commander

Date